



AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYD-10-14

The U.S. Consulate General in Hyderabad is seeking an individual for the position of **Horticulturist/Receiving Clerk** in the General Services Office in the Management Section.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted

OPEN TO: All interested candidates.

POSITION: Horticulturist/Receiving Clerk; FSN-1310-05
HYA 526312 (Personal Services Agreement)

OPENING DATE: July 15, 2010.

CLOSING DATE: July 29, 2010.

WORK HOURS: Full-time; 40 hours/week

SALARY: **Not Ordinarily Resident:** Grade: FP-9
Ordinarily Resident: Grade: FSN-05

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTION OF POSITION

- Responsible for maintenance of all gardens, lawns, undeveloped land and paved areas for U. S. Government leased non-residential and official residential properties.
- Develops, maintains and directs staff in performing preventive maintenance schedules for gardening equipment.
- Interacts and coordinates with Maintenance and/or Motor pool mechanics for equipment maintenance and repairs when required.
- Receives both expendable and non-expendable property from vendors and compares with purchase orders, contracts or petty cash requests. Obtains certification for quality and quantity of the product from requesting office for the items received. Certifies the receiving items and forwards it to B&F for payments.
- Receives copies of all procurement documents, petty cash orders, etc. for the procurement section. Maintains log and records the items received against each order. Periodically updates the procurement section if items are not received.

QUALIFICATIONS REQUIRED

- Completion of Secondary school is required.
- Two years of practical gardening experience.
- Must have Level III (Good Working Knowledge) in English, and Level III (Good Working Knowledge) in Hindi or Telugu. Ability to read work orders and equipment operating manuals written in English.

SKILLS AND ABILITIES

- Must have a valid Indian vehicle operator license.
- Must be able to operate all types of gardening equipment including street vehicles, turf vehicles, motorized equipment, and tools both powered and manual.
- Requires computer skills and ability to coordinate between different sections and organizations.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. Curriculum Vitae with cover letter highlighting the skills and experience rendering the applicant suitable for the particular job.
2. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

SUBMIT APPLICATION TO

U. S. Consulate General,
Human Resources Office
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad - 500003.
FAX: 4033-8301

or

E-mail: Hyderabadvacancies@State.gov

Please insert “**HYD-10-14** “(Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **July 29, 2010**.

Approved by: MGT – RMcAnneny
Cleared by: GSO-CForeman
Drafted by: HR – VSaradhi

AN EQUAL OPPORTUNITY EMPLOYER